

# *Cuyahoga Valley National Park Volunteer Program*

## *Building a Community of Park Stewards*



## **Conservancy for Cuyahoga Valley National Park**

### **Internship Opportunity**

<b>Position Title:</b>	<b>Volunteer Services Intern</b>
<b>Dates of Internship:</b>	Early September through December, Start and end date flexible
<b>Hours:</b>	20-40 hours/week. Flexible scheduling within general office hours, 9 a.m. to 5 p.m. Monday - Friday with some evenings, holidays, and weekends required.
<b>Location:</b>	Volunteer Management Office - 1571 Boston Mills Rd., Peninsula, OH 44264
<b>Duties:</b>	Assist with a variety of projects to expand outreach and impact of CVNP's Volunteer-In-Parks (VIP) Program, already one of the largest volunteer programs in the National Park Service. Help institute new volunteer welcome and onboarding procedures. Assist with planning and implementation of large-scale volunteer experiences. Research and/or develop an online tracking system for volunteer hours submission.
<b>Skills Required:</b>	Collaboration, customer-oriented, attention to detail, strong written and oral communication, problem-solving, and word processing. Experience in volunteer management, project management, customer services, or park and recreation is preferred. Ability to work in a team environment as well as operate independently.
<b>Requirements:</b>	Must have completed 2 years of college courses and be proficient in various Microsoft Office products. Applicants must complete a National Park Service Volunteer-in-Parks Agreement and may be subject to a background investigation. U.S. citizenship, valid driver's license, and reliable transportation required. Local candidates only.  The Volunteer Management Office seeks to create a work environment and organizational culture that reflect the society and community in which it is located. The Volunteer Management Office encourages applications from members of all ethnic groups.
<b>Salary/Benefits:</b>	\$2,000 to \$4,000 travel stipend available depending on hours worked. Student may obtain internship credit with university upon approval of academic advisor. Interns are eligible for injury compensation and tort claims the same as federal employees and are considered to be federal employees for those purposes only.
<b>Outcomes:</b>	Gain experience in working with volunteers and engaging diverse audiences. Learn and practice volunteer management best practices. Develop project management skills. Attend volunteer management and interpretation classes and meetings. Learn the most commonly used nonprofit software database, Raisers Edge. Experience working in a urban national park, alongside National Park Service and park partner staff.
<b>How to Apply:</b>	Send résumé and cover letter to <a href="mailto:apply@forcvnp.org">apply@forcvnp.org</a> with the position title as subject line.

